**EMERSON VALLEY PLAYGROUP**

**STAFF HANDBOOK – issued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This handbook is a collection of documents which relate to your employment and practice with Emerson Valley Playgroup. It is designed to be added to, so that you have up to date information. Please file updates as they are given to you.

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1. Background – Page 1

2. Day to day procedures – Page 2

3. Other important stuff – Page 6

Including -Whistleblowing – Page 7

- Safeguarding – Page 10

- Appendix A (MKSCB Induction information)

- Appendix B (Making a referral flowchart)

- Appendix C (Code of Conduct/Procedures)

4. Information for parents including policies

5. Day Care Record

6. Confirmation that policies have been read & Data Protection

7. Child Profile

8.

9. Parent Collection Form

10.Emergency Procedures sheet

11.Child Protection – Information and Advice

12.Long Term Curriculum/Aims of the playgroup

13.Safety and safe lifting

14.“What to do if you worried a child is being abused” booklet\*

15.Information Sharing \*

16.Holiday request form – please photocopy

17.Self Certification of sickness form – please photocopy

\*Please go to website: - <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

Playgroup does have a hard copy.